

# Retention and Classification Report

**Agency:** Scofield (Utah) (1961)

HC 35 Box 560  
Helper, UT 84526  
435 472-5391

**Records Officer** Andreah Brady

25957	Audit reports
25959	Cemetery records
25963	Justice court - criminal and civil case files
25958	Ordinances and resolutions
25956	Town council minutes

**AGENCY:** Scofield (Utah)

**SERIES:** 25957

3

**TITLE:** Audit reports

**DATES:** 1893-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 09/08/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

**AGENCY:** Scofield (Utah)

**SERIES:** 25957

**TITLE:** Audit reports

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Scofield (Utah)

**SERIES:** 25959

3

**TITLE:** Cemetery records

**DATES:** 1891-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Scofield (Utah)

**SERIES:** 25959

**TITLE:** Cemetery records

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Scofield (Utah)

**SERIES:** 25963

3

**TITLE:** Justice court - criminal and civil case files

**DATES:** 1905-1916

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These two dockets are in the same book and are used to document the individual cases heard by the Scofield Peace Court. They contain: cases number, name of parties, defendant(s), names of attorneys, and proceedings.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**APPROVED:** 09/2009

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**AGENCY:** Scofield (Utah)

**SERIES:** 25963

**TITLE:** Justice court - criminal and civil case files

(continued)

**APPRAISAL:**

Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Scofield (Utah)

**SERIES:** 25958

3

**TITLE:** Ordinances and resolutions

**DATES:** 1893-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 09/08/2005

**FORMAT MANAGEMENT:**

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**AGENCY:** Scofield (Utah)

**SERIES:** 25958

**TITLE:** Ordinances and resolutions

(continued)

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Scofield (Utah)

**SERIES:** 25956

3

**TITLE:** Town council minutes

**DATES:** 1893-1905,1976-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 09/08/2005

**FORMAT MANAGEMENT:**

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**AGENCY:** Scofield (Utah)

**SERIES:** 25956

**TITLE:** Town council minutes

(continued)

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**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public